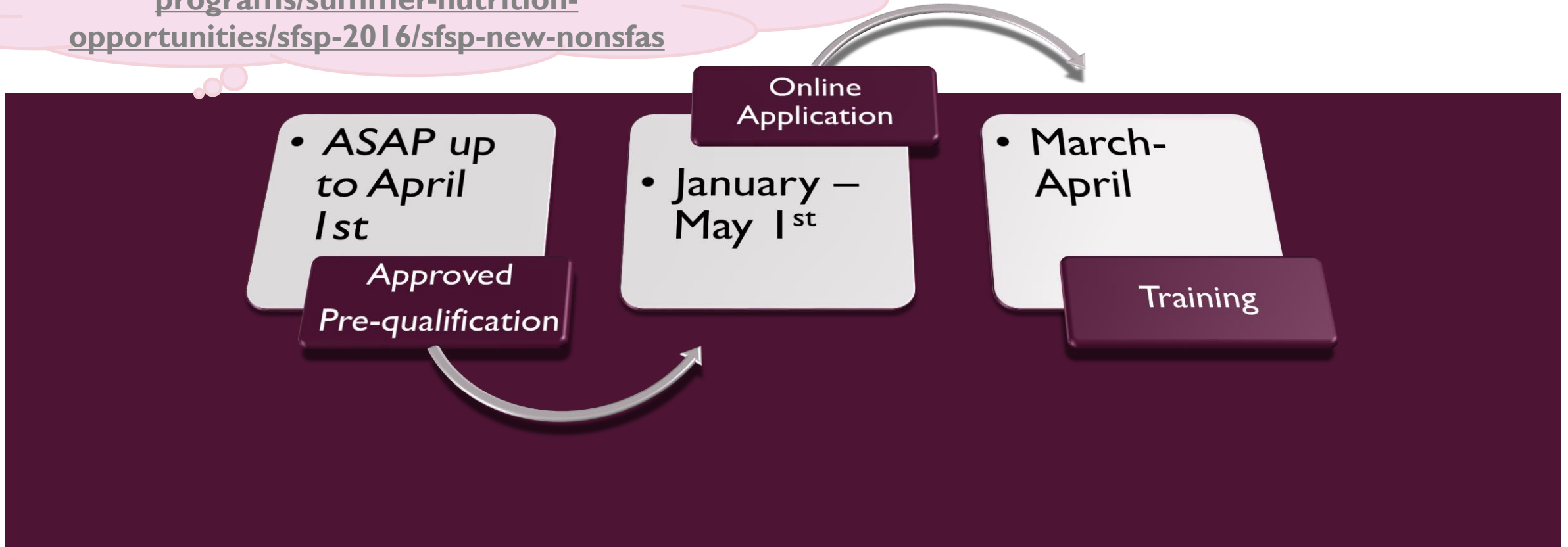

SY 2015-2016 SUMMER FOOD SERVICE PROGRAM

NEW NON-SFA SPONSOR ONLINE APPLICATION TRAINING







“This institution is an equal opportunity provider.”

ALL PRIVATE NONPROFIT AND PUBLIC NON-SFA ORGANIZATIONS

[http://childnutrition.ncpublicschools.gov/
programs/summer-nutrition-
opportunities/sfsp-2016/sfsp-new-nonsfas](http://childnutrition.ncpublicschools.gov/programs/summer-nutrition-opportunities/sfsp-2016/sfsp-new-nonsfas)



New Non-SFAs - Next Steps to participate in the Summer Food Service

Audience	New Sponsors - Non-SFA Non-SFA includes Public or Private Non-profit organizations that have not participated in SFSP under the NC Department of Public Instruction.
STEP 1 SFSP Pre-Qualification	<ol style="list-style-type: none"> Review and begin completion of <i>Criminal Background Check Form</i> and <i>SFSP Pre-Qualification Form for New Sponsors</i>. <ul style="list-style-type: none">  <i>NCDPI Vendor Electronic Payment Form</i>  <i>Summer Food School Nutrition Security Form (rev. 2/2015)</i> Attend the Pre-Qualification Workshop to aid in the process. <i>Workshops were conducted on the following dates.</i> November 18, December 3, December 4, 2015. <ul style="list-style-type: none">  <i>Recorded Webinar (57min:58 sec)</i>  <i>PowerPoint</i>
STEP 2 SFSP Written Agreement and Online Application Process	<ol style="list-style-type: none"> Complete SFSP Written Agreement (<i>NOTE: The written Agreement will be provided in early 2016 only to sponsors that have successfully pre-qualified to participate in the SFSP.</i>) Attend "SFSP Online Application Process" Workshop <p>*IMPORTANT NOTE* Only Pre-Qualified Sponsors may attend a workshop for the SFSP On-Line Application. The webinar registration link will be provided to sponsors after successful completion of the pre-qualification process.</p> <p>Webinar-based workshops have been scheduled. To register for the workshop of your choice click on the date.</p> <ul style="list-style-type: none">  January 20, 2015 (9:30 - 11:00 am)  January 29, 2015 (9:30 - 11:00 am)
STEP 3 Approval by State Agency	<p>IMPORTANT NOTE: All sponsors must be fully approved to participate in the 2016 SFSP Program in order to claim meals for reimbursement. Sponsors WILL NOT be reimbursed for meals served prior to full approval to participate in the SFSP program.</p>
STEP 4 Attend SFSP Required Continuing Education for Non-SFAs 1 1/2 Day Workshops	<p>All sponsors approved by the NCDPI School Nutrition Services to participate in the 2016 Summer Food Service Program are required to attend and complete a SFSP Continuing Education 1 1/2 day workshop. The dates are:</p> <ul style="list-style-type: none"> Greensboro (at Deep River) March 15-16 Hickory Metro Convention Center: March 22-23 New Bern Convention Center: April 20-21 <p>Workshop registration information will be provided to approved sponsors at a later date.</p>

SNTS LOG IN

Welcome,

You have been setup for the School Nutrition Program Electronic Application and Reimbursement System. This user guide is intended to provide a general understanding of how to use the system in an effective and efficient manner.

This is a web based software solution that provides administrators, state users, and sponsors with efficient and immediate access to applications, claims and related nutrition program functions. The link to the system is:

<https://www.ncchildnutrition.org/snp/Splash.aspx> . Use your NCID and password to log-in to the system. *If your NCID is NOT correct, please contact me immediately. You will not be able to log in to the School Nutrition Application until your NCID is correctly entered.* If your NCID password need to be reset, please follow the steps below or contact the NCID Helpdesk at **1-800-722-3946** for assistance.

- 1. Go to NCID.nc.gov
- 2. Click NCID above
- 3. Enter User NCID: xxxxxxxx
- 4. Click on forgot your password and follow the instructions from there.

NCID

1. Go to [NCID.nc.gov](https://ncid.nc.gov)
2. Click NCID above
3. Enter User NCID: xxxxxxxx
4. Click on forgot your password and follow the instructions from there.



North Carolina Identity Management (NCID)

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

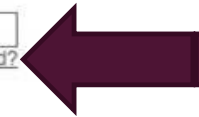
User ID:

[forgot your User ID?](#)

Password:

[forgot your Password?](#)

[Need Help?](#)



REMINDER: Bookmarking this page can lead to error messages or denied access to your application or service

To register for a new NCID account click here: [Register!](#)



ACCESS TO THE SCHOOL NUTRITION TECHNOLOGY SYSTEM (SNTS)

SCHOOL NUTRITION APPLICATION ACCESS - SUMMER FOOD SERVICE PROGRAM(SFSP)

COMPUTER APPLICATION NAME: School Nutrition Technology System

SEND TO: Cynthia.Ervin@dpi.nc.gov

PURPOSE: To add, change, or delete employee(s) access to the School Nutrition Technology System

ACTION: A = Add a new employee to the School Nutrition Technology System
C = Change a current user's access rights
D = Delete a user out of the School Nutrition Technology System

DUE DATE: Five days prior to desired effective date

FORM MUST BE TYPED EXCLUDING SIGNATURES

I request the following access level to the School Nutrition Technology System- SFSP for the person(s) listed below:

Action (A, C or D)	Operator Name			Operator's NCID User Name	Security Level (see back of form)	Contact Phone Number	Email Address
	First	MI	Last				

SCHOOL FOOD AUTHORITY'S CHILD
NUTRITION DIRECTOR:

Print: _____

Signature: _____

Date: _____

I understand that by giving the person(s) above access to the automated School Nutrition Technology System, I am giving them approval for the application/payment submission. Also, I accept the responsibility for any incorrect financial information entered by this person.

SCHOOL FOOD AUTHORITY'S
FINANCE OFFICER:

Print: _____

Signature: _____

Date: _____

SCHOOL FOOD AUTHORITY INFO
(LEA/Charter, Camp)

Organization
Name: _____

Agreement #: _____

(DPI Use Only)

SCHOOL NUTRITION SECTION CHIEF:

Print: Lynn Harvey

Signature: _____

Date: _____

FINANCIAL SERVICES ASST DIR:

Director's Signature is not required
for non-NC DPI employees

Print: _____

Signature: _____

Date: _____

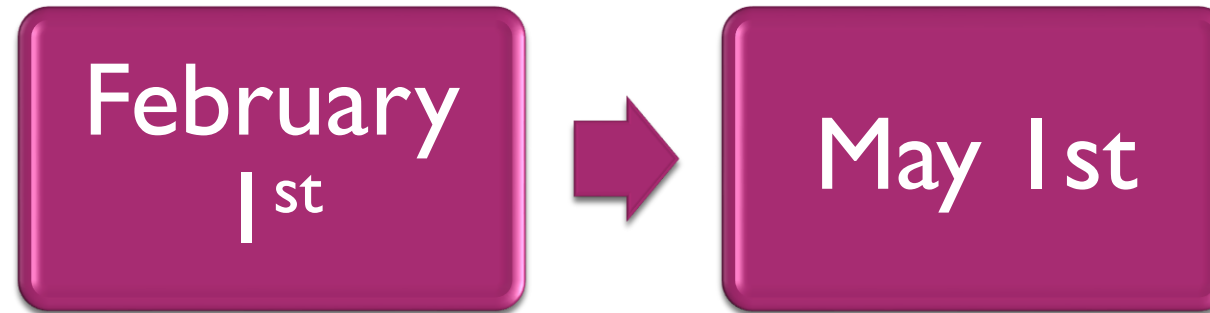
SECURITY ADMINISTRATOR SIGNATURE:

Date: _____

See reverse side for instructions on how to complete this form.

Revised 02/2015

APPLICATION DEADLINES



- Early submission: February 1, 2016
- **SUBMISSION:** May 1, 2016
- The state agency has 15 days to notify the sponsor of an incomplete application.
- The state agency has 30 days to approve/deny a correct and complete application.

Submit 45+ days before your program's start date!

REMEMBER...

A sponsor may not claim reimbursement until:

- A valid executed agreement with the NCDPI
- AND**
- 2016 application has been approved.

CHANGES THAT REQUIRE PRIOR APPROVAL

- Submit in SFSP technology system:
 - Sponsor/site address
 - Sponsor/ Organization type
 - Meal Vendor/SFA
 - Include the new contract
 - Eligibility Data
 - Average Daily Participation (ADP)
 - Include the Weekly Consolidation that includes the 5 previous daily meal counts
 - Operating days
 - Site addition or deletion
 - Meal preparation method

Submit for
Approval



SUMMER FOOD SERVICE PROGRAM

APPLICATION PACKET USER GUIDE



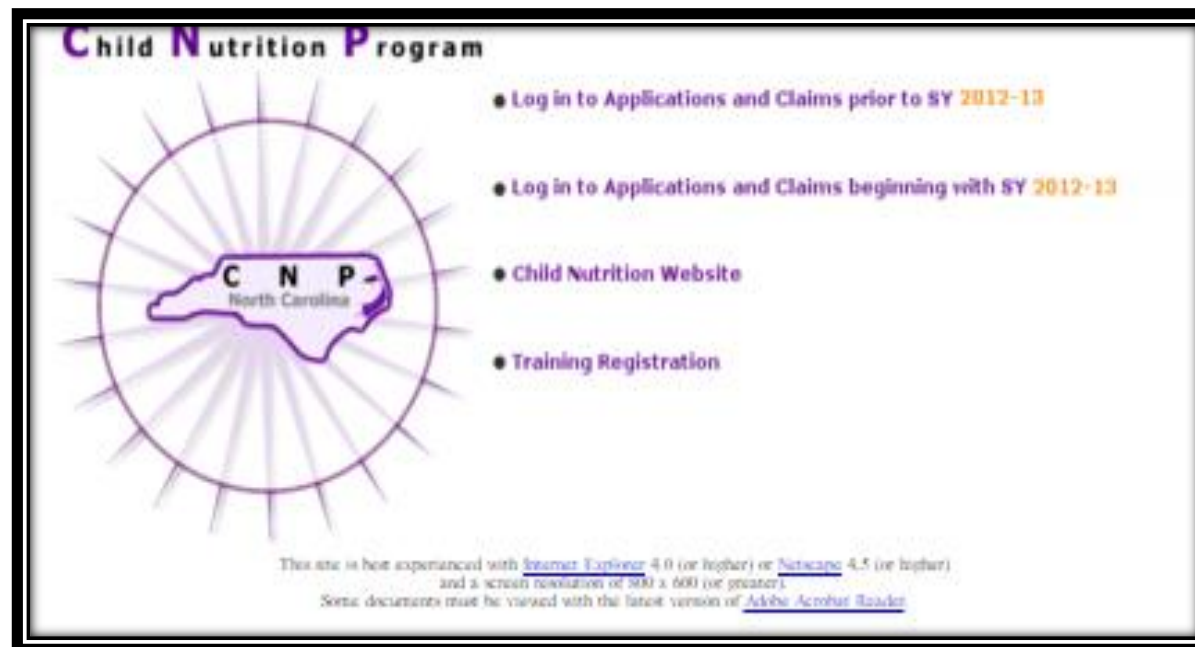


ACCESSING THE HOME PAGE



ACCESSING THE HOME PAGE

1. Log into <https://www.ncchildnutrition.org/> and click on Log in to Applications and Claims beginning with SY 2012-13



ACCESSING THE HOME PAGE

2. Enter NCID User Name and Password. Click the Login button



North Carolina
Department of Public Instruction

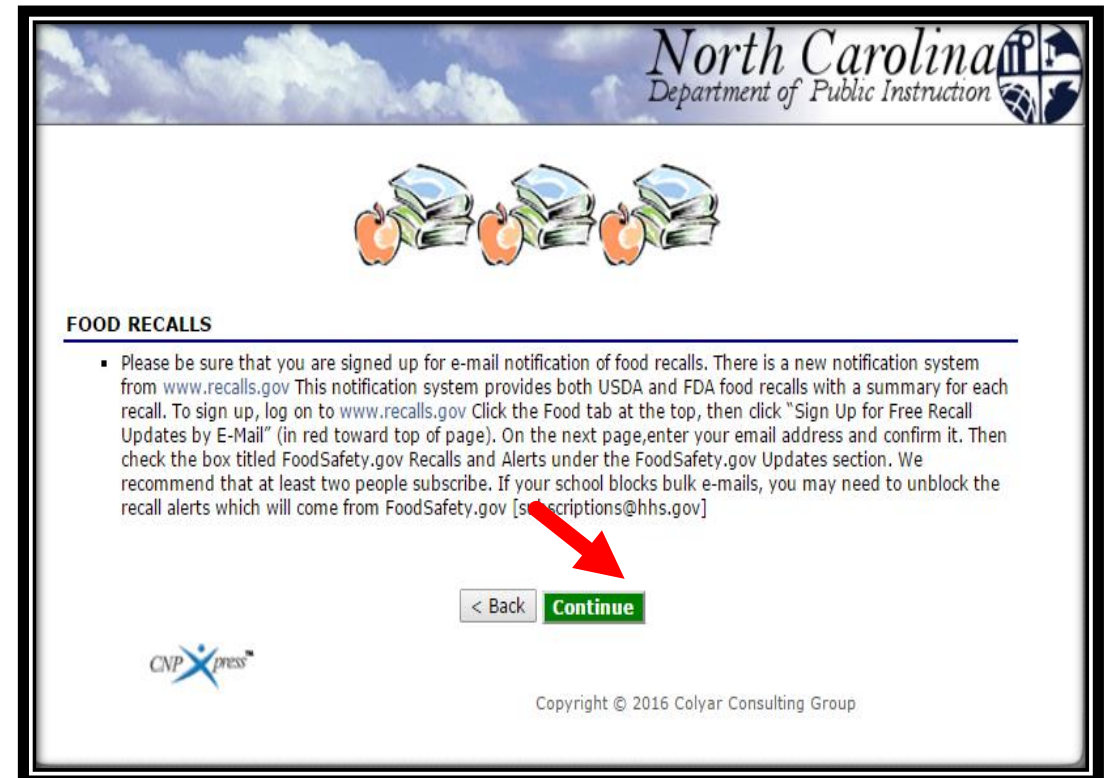
Please login using your NCID credentials

NCID User Name: cdervin

Password:

Login

3. Click continue



North Carolina
Department of Public Instruction

FOOD RECALLS

- Please be sure that you are signed up for e-mail notification of food recalls. There is a new notification system from www.recalls.gov. This notification system provides both USDA and FDA food recalls with a summary for each recall. To sign up, log on to www.recalls.gov. Click the Food tab at the top, then click "Sign Up for Free Recall Updates by E-Mail" (in red toward top of page). On the next page, enter your email address and confirm it. Then check the box titled FoodSafety.gov Recalls and Alerts under the FoodSafety.gov Updates section. We recommend that at least two people subscribe. If your school blocks bulk e-mails, you may need to unblock the recall alerts which will come from FoodSafety.gov [subscriptions@hhs.gov]

< Back Continue

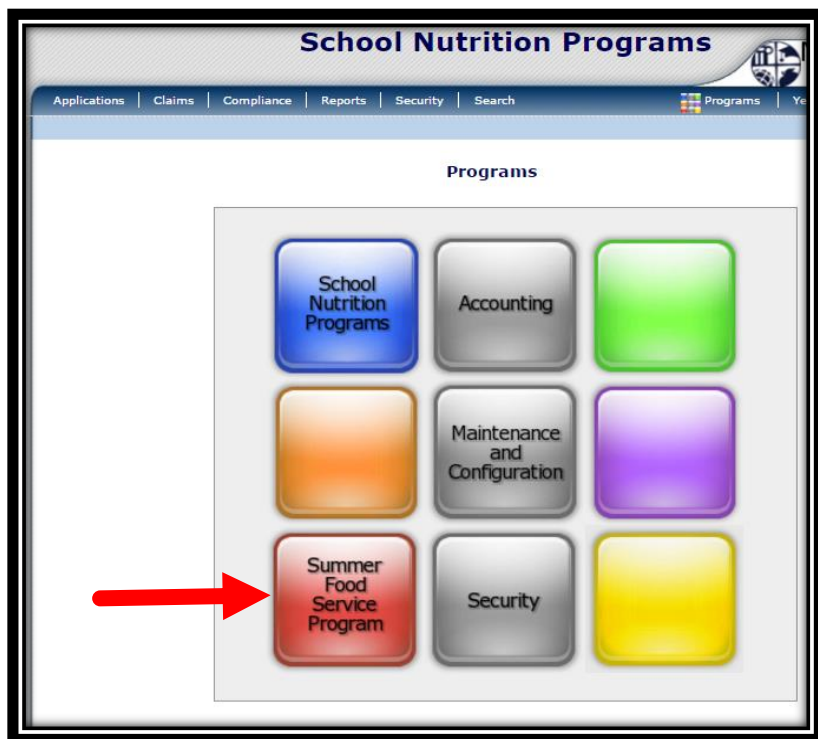
CNP Xpress

Copyright © 2016 Colyar Consulting Group

ACCESSING THE HOME PAGE

4. Click on the Summer Food Service Program Button

Note: If a user only have access to the Summer Food Service Program module, the other Program screens will be grayed out.



5. Click Applications on the menu bar to display items listed under Applications



ACCESSING THE HOME PAGE

Summer Food Service Program

North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Program Year: 2015 - 2016

Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

ORGANIZATION MANAGER

Summer Food Service Program



[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#) | [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Applications > Organization Manager >

Sponsor Manager

09063 Status: Active
Summer2016
No address on file for this year
Region:

Item	Description
Sponsor Profile	Specific information for the Sponsor.
Site Manager	Site List and Site Options for the Sponsor.
Batch Holds	Batch Hold Options for Enrolled Programs.
Payment Holds	Payment Hold Options for Enrolled Programs.
Sponsor Notes	Additional notes for the Sponsor.

< Back

ORGANIZATION MANAGER - SPONSOR PROFILE

Sponsor Information

Agreement Number:

Sponsor Name:

Type of Agency:

FEIN (##-####-####):

County:

DUNS Number:

Communication Preference: ☒ Electronic ☐ Paper

Vendor ID:

Vendor Group:

FFVP Vendor Group:

NC Grant:

Payment Type:

This is completed by the state.

View to verify that everything is correct. If there need to be any modifications notify consultant.

Program Participation

Select the program(s) available to the Sponsor:

☒ School Nutrition Programs (SNP) ☒ Summer Food Service Program (SFSP)

Permanent Agreement Approved

Select the program(s) that NCDCI has an approved Permanent Agreement:

School Nutrition Programs (SNP)

☒ National School Lunch Program (NSLP) ☐ Special Milk Program (SMP)

☒ School Breakfast Program (SBP) ☒ Seamless Summer Option (SSO)

☒ After-school Snack Program (ASP) ☒ Fresh Fruit and Vegetable Program (FFVP)

Summer Food Service Program (SFSP)

☐ Summer Food Service Program (SFSP)

School Nutrition Program

Claims are reported by: ☐ SFA ☒ Site

One-Time Exception Used Date:

Legacy Agreement Number:

Type of SNP Organization:

Region:

SNP Consultant:

SNP Field Service Representative:

Summer Food Service Program

Claims are reported by: ☒ SFA ☐ Site

One-Time Exception Used Date:

Legacy Agreement Number:

SFSP Code:

State Entity Code:

Field Service Representative:

SFSP Specialist:

Status

Sponsor Status:

Created By: wa_mccormack on: 6/1/2016 11:30:34 AM Modified By: Robert Parker on: 6/16/2016 2:13:50 PM

ORGANIZATION MANAGER - SITE MANAGER

Summer Food Service Program

North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Organization Manager >

Sponsor Manager

09063 Status: Active
Summer2016
No address on file for this year
Region:

Item	Description
Sponsor Profile	Specific information for the Sponsor.
Site Manager	Site List and Site Options for the Sponsor.
Batch Holds	Batch Hold Options for Enrolled Programs.
Payment Holds	Payment Hold Options for Enrolled Programs.
Sponsor Notes	Additional notes for the Sponsor.

< Back

ORGANIZATION MANAGER – SITE MANAGER

Summer Food Service Program

North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Organization Manager >

Sponsor Site Manager

09063 Status: Active
Summer2016
No address on file for this year
Region:

Site ID	Site Name	Status
There are no Sites available.		

< Back

Create New Site

ORGANIZATION MANAGER – SITE MANAGER

Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Organization Manager >

VIEW | MODIFY | DELETE

Site Profile

Site Information

Site ID: 001 **System Generated**

Site Name:

County: **Click the arrow and select the county**

Program Participation

Site will operate in the following programs:

☐ SNP ☐ SSO ☒ SFSP

Status

Site Status: Active

Save Cancel

- Under Site Information complete Site and County name
- Select SFSP for summer food program
- Click Save

ORGANIZATION MANAGER – SITE MANAGER

4. Click Finish



Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Organization Manager >

Site Profile Confirmation

The Site Profile has been saved.

< Edit Finish

To view the profile created, click finish, then back to return to the sponsor manager. Click on site manager and select the appropriate site id to view the details.



Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Organization Manager >

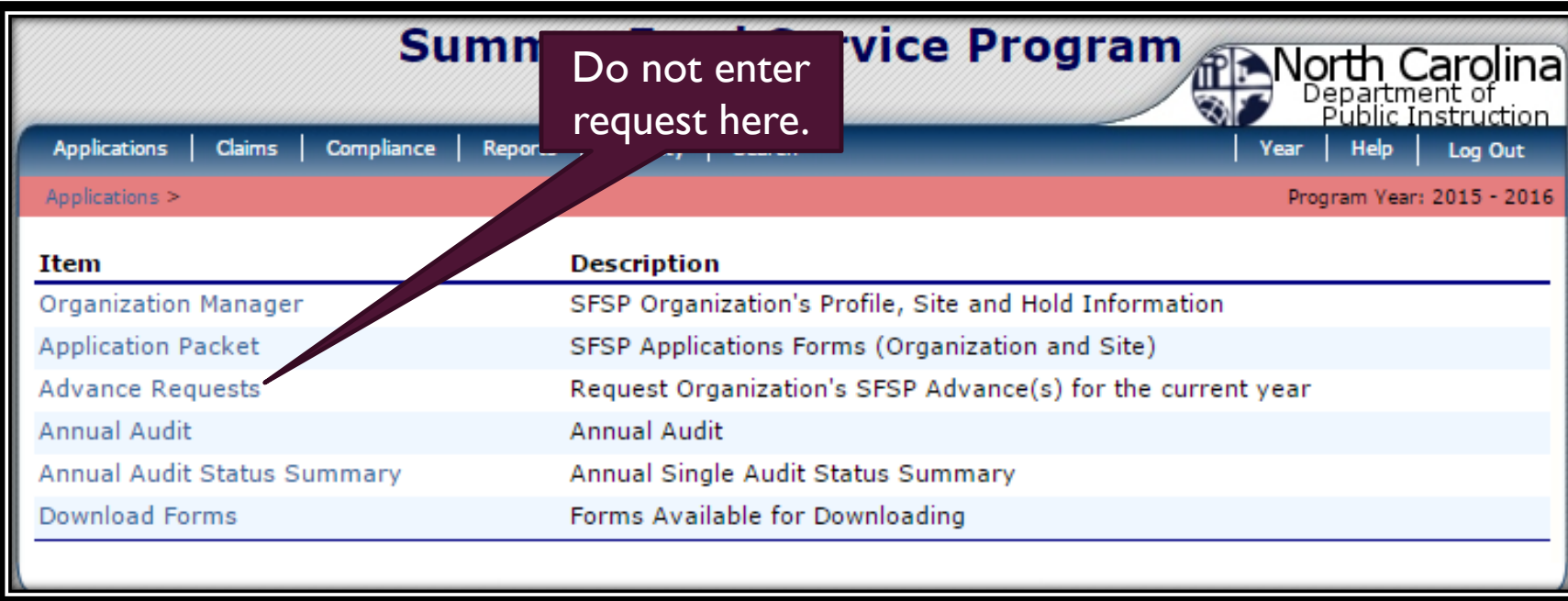
Sponsor Site Manager

09063 Status: Active
Summer2016
No address on file for this year
Region:

Site ID	Site Name	Status
001	Jumping Jack Flash	Active

< Back Create New Site

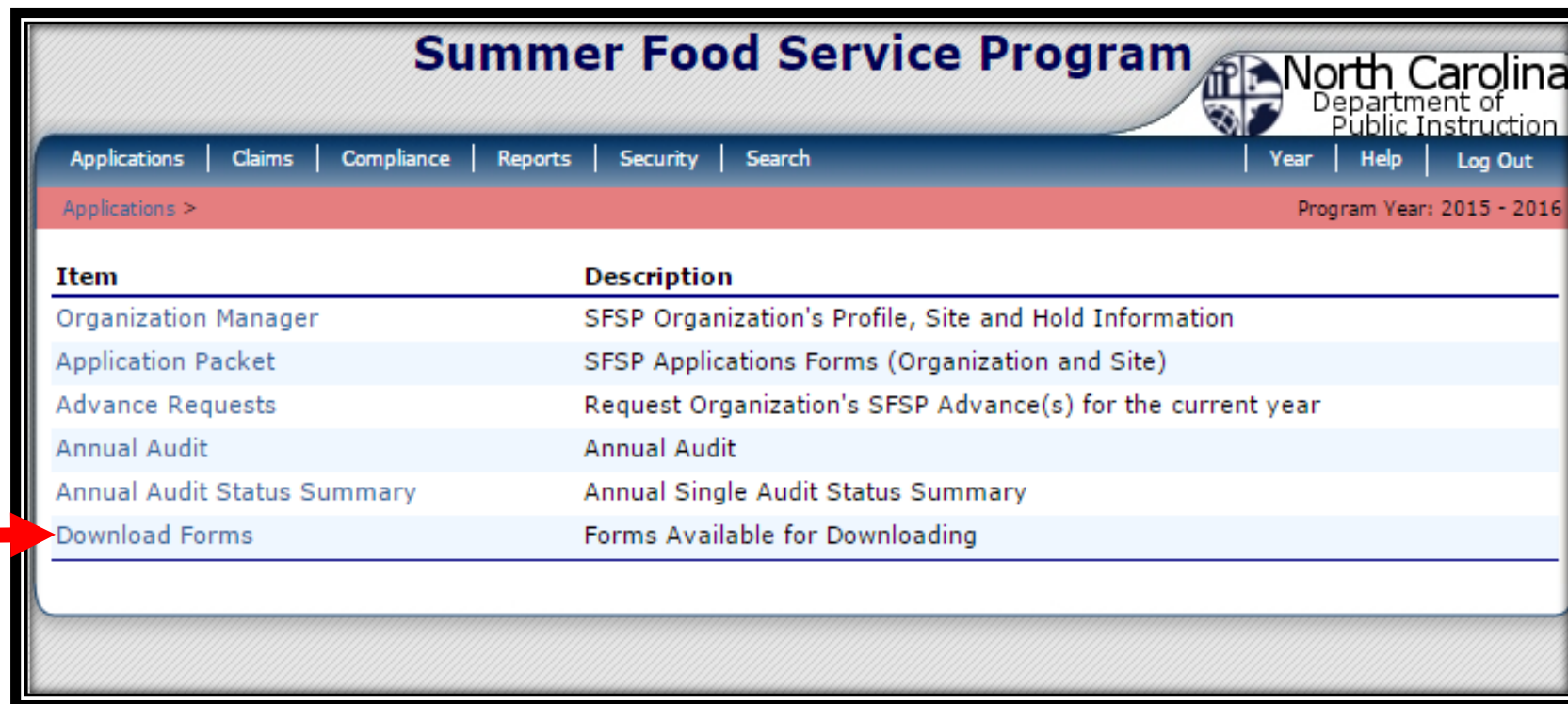
ACCESSING THE HOME PAGE



The screenshot shows the 'Summer Service Program' home page. At the top, there is a header with the program name and the North Carolina Department of Public Instruction logo. Below the header is a navigation bar with links for 'Applications', 'Claims', 'Compliance', and 'Reports'. A red banner below the navigation bar displays 'Applications >' on the left and 'Program Year: 2015 - 2016' on the right. The main content area features a table with two columns: 'Item' and 'Description'. The table lists several items, including 'Organization Manager', 'Application Packet', 'Advance Requests', 'Annual Audit', 'Annual Audit Status Summary', and 'Download Forms'. A dark purple callout box with the text 'Do not enter request here.' has a pointer directed at the 'Advance Requests' link in the table.

Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

ACCESSING THE HOME PAGE DOWNLOAD FORMS



The screenshot displays the 'Summer Food Service Program' website. At the top, the title 'Summer Food Service Program' is centered, with the North Carolina Department of Public Instruction logo to the right. Below the title is a navigation bar with links: Applications, Claims, Compliance, Reports, Security, Search, Year, Help, and Log Out. A red banner below the navigation bar contains the text 'Applications >' on the left and 'Program Year: 2015 - 2016' on the right. The main content area features a table with two columns: 'Item' and 'Description'. The table lists several items, with the 'Download Forms' item highlighted in blue and pointed to by a red arrow.

Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

ACCESSING THE HOME PAGE DOWNLOAD FORMS

Summer Food Service Program

North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications >

Program Year: 2014 - 2015

Download Forms

View: Grouped

	Form ID	Description	Last Modified	New Sponsor?
	2015-2016 Summer Food Service Program Application for NonSFA Sponsors (24)			
	NewSponsor Application Checklist	Checklist of application documents for New Public or Private Nonprofits	01/09/2016	Y
	Returning SFSP APP. Checklist	Checklist of application documents for Returning Public and NonProfits	01/09/2016	Y
	Breakfast Menu	Fillable Breakfast Menu	01/09/2016	Y
	Lunch and Supper Menu	Fillable Lunch and Supper Menu	01/09/2016	Y
	Snack Menu	Fillable Snack Menu	01/09/2016	Y
	Affidavit of Self Preparation	Required affidavit for sponsors using/renting facilities not owned.	01/09/2016	Y
	State - Sponsor Agreement	State - Sponsor SFSP Agreement for all sponsors excluding SFAs	01/10/2016	Y
	Attachment A- Local Government	General Terms and Condition - Required for Local Government Sponsors	01/10/2016	Y
	Attachment A- Private	General Terms and Condition - Required for Private Nonprofit Sponsors	01/10/2016	Y
	Attachment A- State Department	General Terms and Condition - Required for State and Federal Government Sponsors	01/10/2016	Y
	Attachment C- Reporting	Notice of Certain Reporting Requirements - Required for Private Nonprofit and Federal sponsors	01/10/2016	Y
	Attachment D	Notarized Conflict of Interest Policy. Required for Federal and Private sponsors	01/10/2016	Y
	Training Agenda & Certification	Frontline staff training agenda & certification of required SFSP training	01/10/2016	Y
	Civil Rights Training	Certification to support the completion of the required civil rights training for SY 15-16	01/10/2016	Y
	Pre-award Compliance	Pre-award compliance is required for all sponsors annually excluding SFAs	01/10/2016	Y
	Affidavit For Camps	This affidavit is required for sponsors administering camp sites	01/10/2016	Y
	Free Meal Policy Statement	The free meal policy statement is required for all sponsors	01/10/2016	Y
	Heat Demonstration Project	A spreadsheet to document sites and claim data for the extreme heat demonstration	01/10/2016	Y
	Income Eligibility Form	Used to document individual eligibility for camp and closed enrolled sites.	01/10/2016	Y
	Census Average Template	Using this forms to document average of more than one census block	01/10/2016	Y
	CEP Schools	This is a listing of all school's ISP numbers. The ISP must be 50% or greater to be considered eligible.	01/10/2016	Y
	Migrant Site Certification	This certification is required to document that the site primarily serves migrant children	01/10/2016	Y
	Appeal Procedures	Procedures for request an appeal	01/10/2016	Y

NEW SPONSOR APPLICATION CHECKLIST

NEW SPONSOR APPLICATION CHECKLIST SUMMER FOOD SERVICE PROGRAM

Sponsor Name: _____ Agreement Number: _____

The following is a checklist of the required documents to be returned for SFSP approval. Please Check (✓) each item after completion in the first column titled "Sponsor use only".

**** Special Note Concerning Reimbursement:** According to 7 C.F.R. § 225.9 (d), SFSP reimbursements shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the program.

List of Application Documents	Sponsor use only	SNP Consultant use only	Program use only
Meal Preparation Required Documents			
Menu(s) (include menu items and individual serving sizes; upload in the SN Technology System)			
For Self-Preparation Sponsor:			
Health Department Inspection Report(s) or Permit(s) (for all food preparation locations - upload in the SN Technology System)			
Affidavit of Self-Preparation Sponsors (for each food preparation location not owned by the sponsor - upload in the SN Technology System)			
Required Documents- Complete in the SN Technology System			
Organization Application			
Management Plan			
Food Production Facility			
SFSP Site Application (complete for each site- Click on the Summer Food Service Link)			
SFSP Budget (must complete all site applications first)			
Field Trip Request			
Checklist Summary			
SFSP Budget Justification (as required by NCDPI- upload in the SN Technology System)			
Sponsor and Site's Required Documents			
Program Agreement (Mail in the signature page with original signatures in blue ink and upload the entire agreement in the SN Technology System)			
Attachment A- General Terms & Conditions (Required for all Organization Types; Complete Specific Attachment A for your Organization Type - upload in the SN technology system)			
Attachment B- Federal Certifications (Required for all Organization Types - upload in the SN technology system)			
Attachment C- Notice of Certain Reporting and Audit Requirements (Required for Federal and Private Non-Profit Organizations - upload in the SN technology system)			
Attachment D-Notarized Conflict of Interest Policy (Required for Federal and Private Non-Profit Organizations - upload in the SN technology system)			

Mail completed application packet to:
North Carolina Department of Public Instruction
School Nutrition Section
Summer Food Service Program
6324 Mail Service Center
Raleigh, NC 27699-6324

NC DPI SFSP Checklist 1/16

1 of 2

NEW SPONSOR APPLICATION CHECKLIST SUMMER FOOD SERVICE PROGRAM

List of Application Documents	Sponsor use only	SNP Consultant use only	Program use only
SFSP Training Agenda (include dates and topics; upload in the SN Technology System)			
2016 SFSP Sponsor Training Certificate (upload in the certificate SN Technology System)			
Civil Rights Training Certification (upload in the certification SN Technology System)			
Cognizant Agency Indirect Cost Rate (if applicable, upload in the SN Technology System- not required for SFA)			
Pre-award Compliance (upload in the SN Technology System)			
Migrant Certification as applicable (upload in the SN Technology System)			
For Sponsor who operates SFSP camp sites: Affidavit of Enrollment (upload in the SN technology system)			
Free Meal Policy Statement: (upload in the SN Technology System)			
Extreme Heat Demonstration Project Form- for outdoors sites without temperature control alternative as applicable			
Procurement			
Procurement Plan (Required for all sponsors - upload in the SN technology system)			
For SFSP Meal Vendor (previously known as FSMC):			
Sponsor/Vendor (include cycle menu, upload in the SN Technology System)			
General Terms and Conditions (Upload in the SN Technology System)			
Health Department Inspection Report (for all food preparation locations, upload in the SN Technology System)			
If SFSP Meal Vendor Contract is \$90,000 or over, (upload the following in the SN Technology System)			
Invitation to Bid			
Bid Announcement			
Bids received (all)			
Bid Bond			
Performance Bond			
For SFSP Meal School Food Authority:			
Sponsor/SFSP Meal School Food Authority Contract (include cycle menu, upload in the SN Technology System)			
Health Department Inspection Report(s) (for the location/s where food is prepared, upload in the SN Technology System)			
General Terms and Conditions			
Read and Keep on file			
Administrative Appeal Procedures			
Complete for each site and Keep on file			
Sponsor Site Agreement			

Special Note Concerning Reimbursement:

According to 7 C.F.R. § 225.9 (d), SFSP reimbursements shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the program.

Mail completed application packet to:
North Carolina Department of Public Instruction
School Nutrition Section
Summer Food Service Program
6324 Mail Service Center
Raleigh, NC 27699-6324

NC DPI SFSP Checklist 1/16

2 of 2



WHAT QUESTION ARE THERE?

NO QUESTION IS TOO SMALL OR IRRELEVANT...





STEP 1: CREATING AN APPLICATION



CREATING AN APPLICATION

1. Go back to main menu and click on Application Packet



Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Program Year: 2015 - 2016

Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

CREATING AN APPLICATION

2. Click on the current Program Year

Summer Food Service Program  North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications >

Select Program Year

09066 Status: Active
Brunswick County Schools
No address on file for this year
Regions:

Currently, there are 3 Program Year(s) available. Select the year you wish to access.

Program Year	Date Range	Application Packet
2015 - 2016	10/01/2015 - 09/30/2016	Not Started
 2014 - 2015	10/01/2014 - 09/30/2015	Not Started
2011 - 2012	10/01/2011 - 09/30/2012	Not Started

< Back

Then Click
Enroll

CREATING AN APPLICATION

3. Click Add to add an organization application – **Adding the application is mandatory.**

Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

09066 Status: Active
Brunswick County Schools
No address on file for this year
Region:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Enrolled

Action	Form Name	Latest Version	Status
Add	➔ Organization Application		Not Started

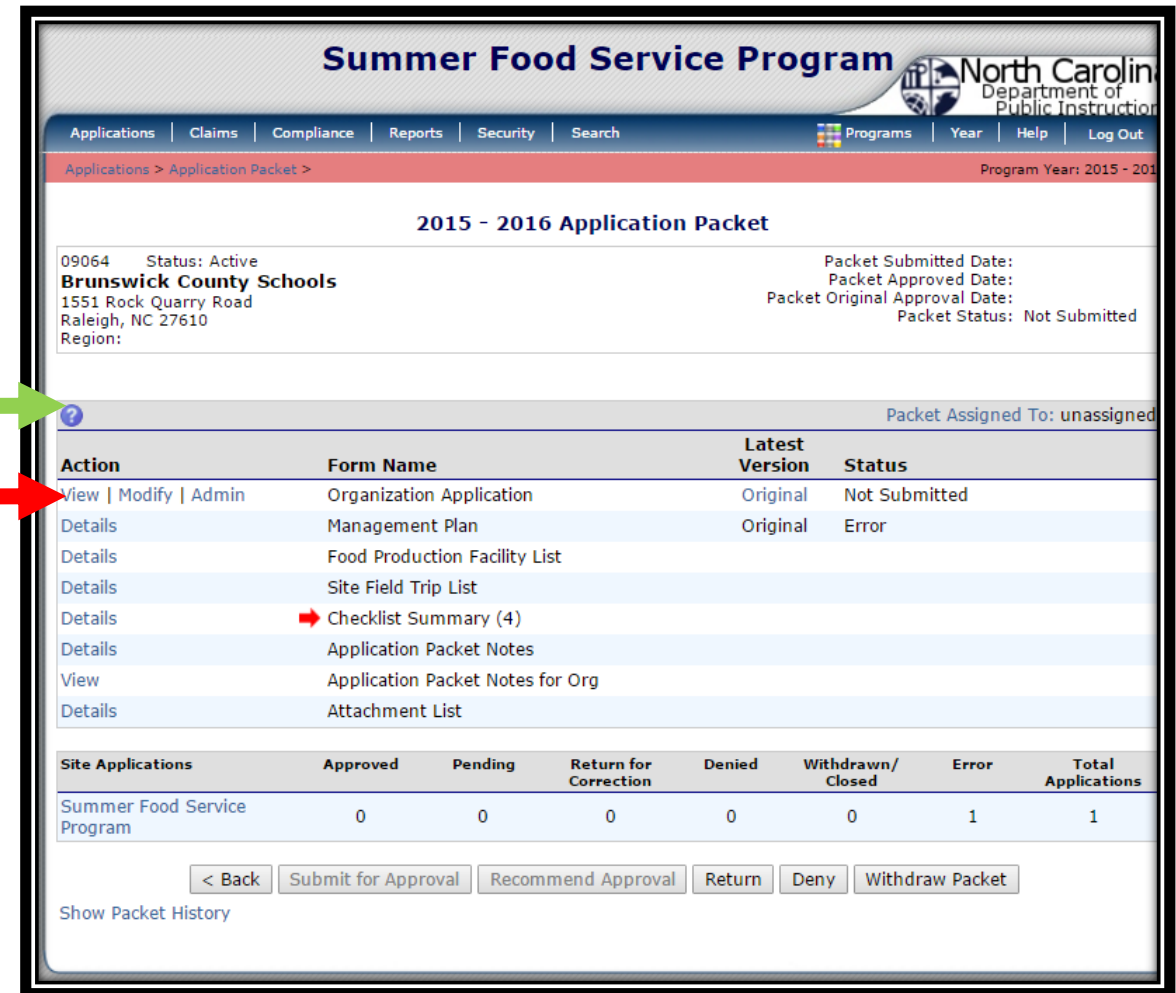
< Back

Show Packet History

CREATING AN APPLICATION

Items should be completed in order as listed:

1. Organization Application
2. Management Plan
3. Food Product Facility List
4. Summer Food Service Program
5. Budget Detail
6. Site Field Trip List



Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

09064 Status: Active
Brunswick County Schools
1551 Rock Quarry Road
Raleigh, NC 27610
Region:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
Details	Management Plan	Original	Error
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	Checklist Summary (4)		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	1	1

< Back Submit for Approval Recommend Approval Return Deny Withdraw Packet

Show Packet History

CREATING ORGANIZATION APPLICATION

[VIEW](#) | [MODIFY](#)

SFSP Sponsor Application For School Year: 2015 - 2016

09070 Status: Active
Brunswick County Schools
No address on file for this year
Region:

Version: Original

Sponsor Type

1. Type of Agency: Educational Institution
2. Type of SFSP Organization:

Physical Address

3. Address Line 1:
- Address Line 2:
4. City:
5. State: NC Zip:
6. County:

Mailing Address

☐ Same as the Physical Address

7. Address Line 1:
- Address Line 2:
8. City:
9. State: NC Zip:

Summer Food Service Program Contact

- | | Salutation | First Name | Last Name |
|---|------------|------------|-----------|
| 10. Name: | | | |
| 11. Email Address: | | | |
| 12. Phone: | | Ext: | Fax: |
| 13. Title: | | | |
| 14. <input type="checkbox"/> This person attended current program year's NCDPI training. Date Training Completed: | | | |

Primary Authorized Representative

☐ Same as the Summer Food Service Program Contact

- | | Salutation | First Name | Last Name |
|--------------------|------------|------------|-----------|
| 15. Name: | | | |
| 16. Email Address: | | | |
| 17. Phone: | | Ext: | Fax: |
| 18. Title: | | | |

Mailing Address

☐ Same as the Sponsor Mailing Address

19. Address Line 1:
- Address Line 2:
20. City:
21. State: NC Zip:
22. ☐ This person attended current program year's NCDPI training. Date Training Completed:

Claim Contact

- | | Salutation | First Name | Last Name |
|---|------------|------------|-----------|
| 23. Name: | | | |
| 24. Email Address: | | | |
| 25. Phone: | | Ext: | Fax: |
| 26. Title: | | | |
| 27. <input type="checkbox"/> This person attended current program year's NCDPI training. Date Training Completed: | | | |

Training Attendance

28. If neither the Summer Food Service Program Contact nor the Primary Authorized Representative attended the current program year's NCDPI training, provide the name of the supervisory person who attended the training.
Person Who Attended:
29. Date Training Completed:

CREATING ORGANIZATION APPLICATION

General Questions

30. Does your agency provide year round public services to the community(ies) other than operating the SFSP? ☐ Yes ☐ No

If **No**, which of the following circumstance applies?

If **Other**, please describe.

31. List any federal agency providing financial support to your agency or enter "**NONE**":

Outreach

32. Will the prototype Public Release provided by NCDPI be used? ☐ Yes ☐ No

Sponsor Training

33. Sponsor certifies that the required training of all site personnel covering the applicable aspects of the regulations (Part 225) will take place prior to the first day of program operation and training attendance records will be on file. This includes providing training on the following topics: Purpose of the program, Site eligibility, Duties of a monitor, Record keeping, Site operations, Meal pattern requirements.
34. Name and title of person(s) conducting training:
35. Indicate the dates training will be provided:

Certification

36. State policies and rules require an agency to certify information regarding past business participation and criminal background. Please answer the following questions:

1. Has the agency or any of the agency's principals participated in any publicly funded programs within the past seven years? ☐ Yes ☐ No

NOTE: Principal means any individual who holds a management position within, or is an officer of, the SPONSOR (sponsor), including all members of the SPONSOR's board of directors, or otherwise exercises control of, or determines the actions of, the SPONSOR.

Publicly funded means money that is received from a local, state, or federal governmental agency.

If yes, submit a listing of the publicly funded programs in which the SPONSOR and its principals have participated in the past seven years and currently participate in.

2. Within the past seven years, has the SPONSOR or any principals been declared ineligible to participate in any publicly funded programs for violating program requirements? ☐ Yes ☐ No

If yes, answer question #3.

3. Were the violations corrected and eligibility restored, including payments of debts owed? ☐ Yes ☐ No

If yes, submit documentation of reinstatement, including proof of payment of debts owed, if applicable.

If no, submit a detailed explanation.

4. Has the SPONSOR or any of the SPONSOR's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity? ☐ Yes ☐ No

NOTE: A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, and obstruction of justice.

If yes, submit a detailed explanation.

37. ☐ This is to certify that this Sponsor intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are legally binding equivalent of traditional handwritten signatures. By checking the box, this Sponsor is certifying by electronic signature that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation or withholding of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

[Save](#) [Cancel](#)

[VIEW](#) | [MODIFY](#)

CREATING ORGANIZATION APPLICATION

The screenshot displays the 'Summer Food Service Program' application interface. The main header includes the program name and the North Carolina Department of Public Instruction logo. A navigation bar contains links for Applications, Claims, Compliance, Reports, Security, and Search. Below this, a breadcrumb trail shows 'Applications > Application Packet >'. The central section is titled 'SFSP Sponsor Application For School Year: 2015 - 2016'. It shows application details for '09070' with status 'Active' and 'Brunswick County Schools'. A red arrow points to a message: 'The Application has been saved with errors.' Below this, a detailed error list is shown, listing various codes and their descriptions. At the bottom, there are buttons for '< Edit' and 'Finish'.

Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet >

SFSP Sponsor Application For School Year: 2015 - 2016

09070 Status: Active
Brunswick County Schools
No address on file for this year
Region:

The Application has been saved with errors.

Information entered is either incomplete or is not in compliance with the North Carolina Department of Public Instruction and regulations. All errors listed on the form must be corrected before the Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Application later.

< Edit Finish

SFSP Sponsor Application For School Year: 2015 - 2016

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

09063 Status: Active
Summer2016
No address on file for this year
Region:


Code	Error Description
201110	Street address must be completed. Address line 2 may be blank.
201111	Mailing address must be completed. Address line 2 may be blank.
201120	Summer Food Service contact information must be completed. Ext. and Fax may be blank.
201133	Authorized Representative contact information must be completed. Ext., Fax and Address line 2 may be blank.
201229	Name of supervisory person who attended training is required if neither the Summer Food Service Program Contact nor the Primary Authorized Representative completed State's training.
201201	The question "Does your agency provide year round public services..." must be answered.
201225	The question "List any federal agency providing financial support to your agency" must be answered.
201301	The question "Will the prototype Public Release provided by CDE be used" must be answered.
201433	Name and title of person(s) conducting training must be entered.
201434	Dates training will be provided must be entered.
201600	The SFA Certification statement must be checked.

Message: Orders

If you see this error sign, select back, correct the error and click on save.

HOME PAGE

Before

Summer Food Service Program 

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Program Year: 2010 - 2011

2010 - 2011 Application Packet

100 Status: Active
Brunswick County Schools
35 Referendum Drive
Belivia, NC 28422
Region:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View & Modify	➡ Organization Application	Original	Error
Add	➡ Budget Detail		
Details	➡ Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➡ Checklist Summary (4)		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0


< Back

Submit for Approval

Withdraw Packet

Show Packet History

After

Summer Food Service Program 

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Program Year: 2010 - 2011

2010 - 2011 Application Packet

100 Status: Active
Brunswick County Schools
35 Referendum Drive
Belivia, NC 28422
Region:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View & Modify	✓ Organization Application	Original	Not Submitted
Add	➡ Budget Detail		
Details	➡ Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➡ Checklist Summary (4)		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

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Submit for Approval

Withdraw Packet

Show Packet History

CREATING MANAGEMENT PLAN

Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search Programs Year Help Log Out

Applications > Application Packet >

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

2015 - 2016 SFSP Management Plan

07001 Status: Active
City of Rocky Mount
331 South Franklin Street
Rocky Mount, NC 27804
Region:

Management Plan Version: Original

Board Chairman
(Required for Private Non-profit Organizations)

Name: Salutation: First Name: Last Name:
Date of Birth: (mm/dd/yyyy)
Title:
Email Address:
Phone: Ext: Fax:
Home Address
Address Line 1:
Address Line 2:
City:
State: Zip:

Administrative Staff

Name: Position title:
Has this person attended the mandatory SFSP training provided by NCDPI this program year? ☐ Yes ☒ No
If this is a returning Sponsor, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No ☐ N/A
Name: Position title:
Has this person attended the mandatory SFSP training provided by NCDPI this program year? ☐ Yes ☒ No
If this is a returning Sponsor, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No ☐ N/A
Name: Position title:
Has this person attended the mandatory SFSP training provided by NCDPI this program year? ☐ Yes ☒ No
If this is a returning Sponsor, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No ☐ N/A
Name: Position title:
Has this person attended the mandatory SFSP training provided by NCDPI this program year? ☐ Yes ☒ No
If this is a returning Sponsor, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No ☐ N/A
Name: Position title:
Has this person attended the mandatory SFSP training provided by NCDPI this program year? ☐ Yes ☒ No
If this is a returning Sponsor, is this person performing the same function in SFSP as last year? ☐ Yes ☐ No ☐ N/A

Administrative Personnel

Duties performed	Number of personnel in this position	Training Date (Do NOT list training provided by NCDPI)
Overall Management	<input type="text"/>	<input type="text"/>
Claims Preparation	<input type="text"/>	<input type="text"/>
Accounting	<input type="text"/>	<input type="text"/>
Training/Monitoring	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Operational Personnel

Duties performed	Number of personnel in this position	Training Date (Do NOT list training provided by NCDPI)
Site Supervisor	<input type="text"/>	<input type="text"/>
Volunteer(s)	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sponsor Monitoring Plan

Have you developed a system to ensure all required monitoring visits will be conducted? ☐ Yes ☐ No


Internal Use Only

Status: Pending Validation

Internal Comments:

Comments to Sponsor:

Created By: CynthiaErvin on: 12/21/2015 3:42:06 PM

 **Save** **Cancel**

Then Click Finish

CREATING FOOD PRODUCTION FACILITY LIST

?

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	➔ Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

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Submit for Approval

Approve

Return

Deny

Withdraw Packet

Show Packet History

CREATING FOOD PRODUCTION FACILITY LIST

Summer Food Service Program

North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Food Production Facility List >

Food Production Facilities

09064 Status: Active
Brunswick County Schools
1551 Rock Quarry Road
Raleigh, NC 27610
Region:

Facility Name

There are no Food Production Facilities available.

[< Back](#) [Add Facility](#)



CREATING FOOD PRODUCTION FACILITY LIST

Food Production Facility Information	
1. Food Preparation Type:	Central Kitchen
2. Facility Name:	Booker T. Washington Community Center
Facility Address	
3. Address Line 1:	727 Pennsylvania Avenue
4. Address Line 2:	Rocky Mount
5. State:	NC Zip: 27802
Facility Contact	
6. Name:	Mr. Brian Harrell
7. Email Address:	brian.harrell@rockymountnc.gov
8. Phone:	(252) 972-1155 Ext: 0 Fax: (252) 972-1232
9. Title:	Recreation Services Supervisor
Vended Facility Information	
10. If vended by a School Food Authority (SFA) or another SFSP Sponsor, enter SFA/Sponsor name. If vended by an entity other than an SFA or another SFSP Sponsor, enter the entity's name.	
11. If meals will be vended, indicate whether the Sponsor is using NCDPI-provided contract/agreement forms, approved alternate form or is exempt from competitive bidding and will use a simple written agreement.	
<input type="radio"/> I will be using state's Invitation For Bid and contract (FNS 688)	
<input type="radio"/> I am exempt from competitive bidding and will use a simple written agreement	
<input type="radio"/> I have received state approval to use an alternate form	
12. If the Sponsor uses a SFSP Vendor, was it included in the RFP and contract?	
<input type="radio"/> Yes	
<input type="radio"/> No	
<input type="radio"/> N/A, I am not using a SFSP Vendor	
13. Contract Start Date:	
14. Contract End Date:	
15. Number of renewal years specified in the contract:	
Internal Use Only	
Status:	Not Started
Approved Date:	
Approved By:	
Internal Comments:	
Comments to Sponsor:	
Created By: CynthiaErvin on: 12/21/2015 3:42:04 PM	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

CREATING SITE APPLICATION

?

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	➔ Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn / Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

[< Back](#) [Submit for Approval](#) [Approve](#) [Return](#) [Deny](#) [Withdraw Packet](#)

[Show Packet History](#)

CREATING SITE APPLICATION

Action	Site ID / Site Name	Version / Status
View Modify Admin	➔ 350 Alvin Caviness Park	Original / Error (14)
View Modify Admin	➔ 302 Belville Elementary	Original / Pending Validation
View Modify Admin	➔ 309 Cedar Grove Middle School	Original / Pending Validation
View Modify Admin	➔ 310 Jessie Mae Monroe Elementary	Original / Pending Validation
View Modify Admin	➔ 320 Lincoln Elementary	Original / Pending Validation
View Modify Admin	➔ 354 Middleton Park	Original / Pending Validation
View Modify Admin	➔ 326 North Brunswick High	Original / Pending Validation
View Modify Admin	➔ 351 Oak Island Park and Rec	Original / Pending Validation
View Modify Admin	➔ 352 Seaside United Methodist Church	Original / Pending Validation
View Modify Admin	➔ 332 Shallotte Middle	Original / Pending Validation
View Modify Admin	➔ 334 South Brunswick High	Original / Pending Validation
View Modify Admin	➔ 336 Southport Elementary	Original / Pending Validation
View Modify Admin	➔ 355 Southport P&R	Original / Pending Validation
View Modify Admin	➔ 338 Supply Elementary	Original / Pending Validation
View Modify Admin	➔ 339 Town Creek Elementary School	Original / Pending Validation
View Modify Admin	➔ 353 Virginia Williamson Elementary School	Original / Pending Validation
View Modify Admin	➔ 348 West Brunswick High	Original / Pending Validation
Add Site Application		
Total Sites Enrolled: 17		

CREATING SITE APPLICATION

Code	Error Description
203165	Site Eligibility - The question, "Is this site open only to enrolled summer school students who receive academic credit?" must be answered.
203170	Site Eligibility - The question, "Did this site operate last year?" must be answered.
203194	Site Eligibility - The question, "Do you know of another Summer Food Service Program or Summer Seamless Option feeding site within one-fourth mile?" must be answered.
203197	Site Eligibility - The question, "Is the owner/operator of this site a For-Profit organization?" must be answered.
203291	Site Operation - Operation Start Date is required.
203292	Site Operation - Operation End Date is required.
203368	Lunch - Meal Serving Start date is required.
203374	Lunch - Meal Serving End date is required.
203365	Lunch - At least one month must have at least one day of operation.
203373	Lunch - At least one service day must be selected.
203384	Lunch - Average Daily Participation is required.
203620	Outreach - Advertisement Date is required.
203622	Outreach - At least one Advertisement Method must be selected.
203626	The Certification checkbox must be checked.

Version: Original

Physical Address

1. Address Line 1:

Address Line 2:

2. City:

3. State: Zip:

4. County:

5. Nearest cross street:

Mailing Address

☐ Same as the Physical Address

6. Address Line 1:

Address Line 2:

General Site Information

17. Operation Dates: Start:  End: 

18. Enter the number of days the Site will operate each month:

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="18"/>	<input type="text" value="8"/>	<input type="text" value="0"/>

19. Check meal type(s) to be served at this site:

☐ Breakfast ☐ AM Snack ☒ Lunch ☐ PM Snack ☐ Supper

20. Has the site ever participated in the Summer Food Service Program under this Sponsor? ☒ Yes ☐ No

21. Geographic Location: 

<http://www.fns.usda.gov/rural-designation>

Site Eligibility

CREATING SITE APPLICATION

Lunch

L1. Meal Serving Dates (non-camp only): ☐ Same as the Site Start: End:

L2. Enter the number of days the meal will be served each month: ☐ Same as the Site

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

L3. Days served: ☐ Mon-Fri ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

L4. Meal Times: Start: : End: :

L5. Meal Service Method:

L6. Menu Planning Option:

L7. Average Daily Participation (non-camp only):

L8. Maximum number of meals that may be served (state use only):

L9. Indicate your plan for the receipt and storage of meals before serving to children:

☐ Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.

☒ Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

L10. Indicate your plan for the storage or disposal of leftover meals or components:

L11. If this is an outdoor site, indicate your plan for serving meals during inclement weather (ex: Ozone action days, excessive heat, rain):

Describe the Other plan:

Self-Prep - Receives meals (Central Kitchen)

Self-Prep - Prepares on site

Vended by School Food Authority (SFA)

Vended by SFSP Vendor

Vended by another SFSP Contracting Entity

CREATING SITE APPLICATION

Certification
☐ This is to certify that this Sponsor intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are legally binding equivalent of traditional handwritten signatures. By checking the box, this Sponsor is certifying by electronic signature that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation or withholding of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Internal Use Only
Application Effective Date: 10/1/2015
Status: Error
Original Approval Date:
Original Date of Participation: 06/01/2015
Dates of Operation: Start: End:
Disaster Meal Service Approved: ☐ Yes ☐ No
Infants Approved: ☐ Yes ☐ No
Indicator of who determined the site to be seriously deficient:
Census Data determined by:
Maximum number of meals that may be served for:
Breakfast 0
AM Snack 0
Lunch 0
PM Snack 0
Supper 0
Internal Comments:
Comments to Sponsor:
Created By: StephanieTatum on: 12/16/2015 4:28:50 PM Modified By: StephanieTatum on: 12/18/2015 2:59:06 PM



WHAT QUESTION ARE THERE?

NO QUESTION IS TOO SMALL OR IRRELEVANT...



CREATING BUDGET DETAIL (IF NOT A SCHOOL FOOD AUTHORITY)

?

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn / Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

[< Back](#) [Submit for Approval](#) [Approve](#) [Return](#) [Deny](#) [Withdraw Packet](#)

[Show Packet History](#)

CREATING BUDGET DETAIL (IF NOT A SCHOOL FOOD AUTHORITY)

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	1	1,845	\$6,088.50
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Subtotal			\$6,088.50

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	1	1,845	\$636.52
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Subtotal			\$636.52

CREATING BUDGET DETAIL (IF NOT A SCHOOL FOOD AUTHORITY)

Projected Administrative Costs		
Administrative Personnel (Salary and Fringe Benefits)	\$	<input type="text"/>
Office Expense	\$	<input type="text" value="450.00"/>
Facility and Utility	\$	<input type="text"/>
Transportation	Rate per mile: <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
Audit Fees	\$	<input type="text"/>
Legal Fees	\$	<input type="text"/>
Other	<input type="text"/>	\$ <input type="text"/>
Indirect Cost	<input type="text"/> %	\$ <input type="text"/>
Subtotal		\$450.00
Cost Reimbursement Summary		
Total SFSP Costs		\$6,925.02
Total SFSP Reimbursement		\$6,725.02
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$	<input type="text" value="200"/>
Amount from other funding resources (e.g. grant, donations)	\$	<input type="text"/>
Other funding resources	<input type="text"/>	
Balance		<input type="text" value="\$0.00"/>

CREATING BUDGET DETAIL (IF NOT A SCHOOL FOOD AUTHORITY)

Adult Meal Information	
1. a. Will meals be served to program adults?	<input type="radio"/> Yes <input type="radio"/> No
b. Will meals be provided at no cost to program adults?	<input type="radio"/> Yes <input type="radio"/> No
2. a. Will meals be served to non-program adults?	<input type="radio"/> Yes <input type="radio"/> No
b. Will meals be provided at no cost to non-program adults?	<input type="radio"/> Yes <input type="radio"/> No
c. If yes, indicate funding source	<input type="text"/>
3. If no, provide the amount charged for Adult meals:	
Adult Breakfast	\$ <input type="text"/>
Adult Lunch	\$ <input type="text"/>
Adult Snack	\$ <input type="text"/>
Adult Supper	\$ <input type="text"/>
Use of Excess Funds	
Identify how excess funds will be used	
<input type="checkbox"/> Used to improve the meal service or other aspects of the SFSP	
<input type="checkbox"/> Kept for next year's SFSP operations	
<input type="checkbox"/> Pay for allowable costs of other child nutrition programs	
<input type="checkbox"/> Other (explain how funds will be used)	
<input type="text"/>	
Internal Use Only	
Status:	Pending Validation
Internal Comments:	
Sponsor Comments:	
Created By: CynthiaErvin on: 1/12/2016 10:26:42 PM Modified By: CynthiaErvin on: 1/12/2016 10:26:42 PM	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

CREATING SITE FIELD TRIP LIST (IF APPLICABLE)

?

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	➔ Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn / Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

[< Back](#) [Submit for Approval](#) [Approve](#) [Return](#) [Deny](#) [Withdraw Packet](#)

[Show Packet History](#)

CREATING SITE FIELD TRIP LIST (IF APPLICABLE)

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
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Summer Food Service Program	0	6	0	0	0	0	6

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Requires prior
NCDPI
approval

CREATING SITE FIELD TRIP LIST (IF APPLICABLE)

Site	Field Trip Name	Date	Status
There are no Field Trips yet.			

[< Back](#) [Create New Field Trip](#)

New Field Trip - Select a Site

Field Trip Site:

[< Back](#) [Continue](#)

CREATING SITE FIELD TRIP LIST (IF APPLICABLE)

Trip Details

1. Trip Date:

☐ Specific Date

☐ Date Range

☐ Multiple Dates

Start Date: End Date:

2. Status of Site:

3. Affected Meal Type(s):

☐ Breakfast

☐ AM Snack

☐ Lunch

☐ PM Snack

☐ Supper

4. Number of Children Attending Field Trip:

5. Name of Field Trip Destination:

6. Cancel Request:

☐

Comments:

Internal Use Only

Status:

Internal Comments:

Comments to Sponsor:

Created By: CynthiaErvin on: 1/12/2016 11:57:25 PM Modified By: CynthiaErvin on: 1/12/2016 11:57:25 PM

Save

Cancel

CREATING CHECKLIST SUMMARY

?

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
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Details	➔ Food Production Facility List (2)		
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Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

< Back

Submit for Approval

Approve


Return

Deny

Withdraw Packet

Show Packet History

CREATING CHECKLIST SUMMARY



Sponsor	Total Items	Submitted Items	Approved Items
Food Bank of Central and Eastern North Carolina	1	0	0
Summer Food Service Program Sites	Total Items	Submitted Items	Approved Items
210 Johnston	0	0	0
A Kidz Zone Academy	0	0	0
A Touch From Above Faith Center	0	0	0
Aberdeen Recreation Station	0	0	0
ACTS of Vance County Inc.	0	0	0
AHA Moments Learning Center	0	0	0
All About Us Kids	0	0	0
AOGCC Vacation Bible School	0	0	0
Aspiring Generations Foundation	0	0	0
Bailey Area Ministries	0	0	0
Beaver Creek Food Pantry	0	0	0
Bethlehem Missionary Baptist Church	0	0	0
Boys & Girls Club - Wayne County	0	0	0
Boys & Girls Club of the Sandhills Aberdeen	0	0	0
Boys & Girls Clubs - Beaufort	0	0	0
Boys & Girls Clubs - Havelock	0	0	0
Boys & Girls Clubs of the Sandhills - Southern Pines	0	0	0
Boys & Girls Clubs Wayne County - Northern Wayne	0	0	0

CREATING CHECKLIST SUMMARY

Required Forms/Documents to send to NCDPI	Document Submitted to NCDPI	Date Submitted to NCDPI	Document on File w/NCDPI	Status	Status Date	Last Updated By
Training Agenda	<input type="checkbox"/>		<input type="checkbox"/>	Pending Approval	01/07/2016	TylerWeidig

Required Forms/Documents to send to NCDPI	Document Submitted to NCDPI	Date Submitted to NCDPI	Document on File w/NCDPI	Status	Status Date	Last Updated By
Training Agenda	<input checked="" type="checkbox"/>	01/13/2016	<input type="checkbox"/>	Pending Approval	01/07/2016	CynthiaErvin

The Checklist has been saved.

CREATING ATTACHMENT LIST



?

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	➔ Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn / Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

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Submit for Approval

Approve

Return

Deny

Withdraw Packet

Show Packet History

Upload PDF Format

CREATING ATTACHMENT LIST

Remember to upload training agenda and health inspection reports in attachment list.

Attachments

Action	File Name	Type	Date	Comment
No data to display.				

Total Attachments: 0

[< Back](#) [Add Attachment](#)

Attachment Detail

1. File To Attach:

Choose File

No file chosen

2. Comment:

Save

Cancel

VIEW | **MODIFY** | DELETE

CREATING ATTACHMENT LIST

Upload items as it appear on the application checklist. Name the document the same as it is on the check list

Attachment Detail

File To Attach:

Choose FileLunch Menu.docx

Comment:

Lunch Menu

Save

Cancel

VIEW

MODIFY

DELETE

The Attachment Detail has been processed.

< Edit

Finish

Attachments				
Action	File Name	Type	Date	Comment
View Modify	Lunch Menu.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	01/13/2016	Lunch Meun
View Modify	Lunch Menu.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	01/13/2016	Lunch Menu
Total Attachments: 2				
<div><div>< Back</div><div>Add Attachment</div></div>				

NEW SPONSOR APPLICATION CHECKLIST

NEW SPONSOR APPLICATION CHECKLIST SUMMER FOOD SERVICE PROGRAM

Sponsor Name: _____ Agreement Number: _____

The following is a checklist of the required documents to be returned for SFSP approval. Please Check (✓) each item after completion in the first column titled "Sponsor use only".

**** Special Note Concerning Reimbursement:** According to 7 C.F.R. § 225.9 (d), SFSP reimbursements shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the program.

List of Application Documents	Sponsor use only	SNP Consultant use only	Program use only
Meal Preparation Required Documents			
Menu(s) (include menu items and individual serving sizes; upload in the SN Technology System)			
For Self-Preparation Sponsor:			
Health Department Inspection Report(s) or Permit(s) (for all food preparation locations - upload in the SN Technology System)			
Affidavit of Self-Preparation Sponsors (for each food preparation location not owned by the sponsor - upload in the SN Technology System)			
Required Documents- Complete in the SN Technology System			
Organization Application			
Management Plan			
Food Production Facility			
SFSP Site Application (complete for each site- Click on the Summer Food Service Link)			
SFSP Budget (must complete all site applications first)			
Field Trip Request			
Checklist Summary			
SFSP Budget Justification (as required by NCDPI- upload in the SN Technology System)			
Sponsor and Site's Required Documents			
Program Agreement (Mail in the signature page with original signatures in blue ink and upload the entire agreement in the SN Technology System)			
Attachment A- General Terms & Conditions (Required for all Organization Types; Complete Specific Attachment A for your Organization Type - upload in the SN technology system)			
Attachment B- Federal Certifications (Required for all Organization Types - upload in the SN technology system)			
Attachment C- Notice of Certain Reporting and Audit Requirements (Required for Federal and Private Non-Profit Organizations - upload in the SN technology system)			
Attachment D-Notarized Conflict of Interest Policy (Required for Federal and Private Non-Profit Organizations - upload in the SN technology system)			


NEW SPONSOR APPLICATION CHECKLIST SUMMER FOOD SERVICE PROGRAM

List of Application Documents	Sponsor use only	SNP Consultant use only	Program use only
SFSP Training Agenda (include dates and topics; upload in the SN Technology System)			
2016 SFSP Sponsor Training Certificate (upload in the certificate SN Technology System)			
Civil Rights Training Certification (upload in the certification SN Technology System)			
Cognizant Agency Indirect Cost Rate (if applicable, upload in the SN Technology System- not required for SFA)			
Pre-award Compliance (upload in the SN Technology System)			
Migrant Certification as applicable (upload in the SN Technology System)			
For Sponsor who operates SFSP camp sites: Affidavit of Enrollment (upload in the SN technology system)			
Free Meal Policy Statement (upload in the SN Technology System)			
Extreme Heat Demonstration Project Form- for outdoors sites without temperature control alternative as applicable			
Procurement			
Procurement Plan (Required for all sponsors - upload in the SN technology system)			
For SFSP Meal Vendor (previously known as FSMC):			
Sponsor/ Vendor (include cycle menu, upload in the SN Technology System)			
General Terms and Conditions (Upload in the SN Technology System)			
Health Department Inspection Report (for all food preparation locations, upload in the SN Technology System)			
If SFSP Meal Vendor Contract is \$90,000 or over, (upload the following in the SN Technology System)			
Invitation to Bid			
Bid Announcement			
Bids received (all)			
Bid Bond			
Performance Bond			
For SFSP Meal School Food Authority:			
Sponsor/SFSP Meal School Food Authority Contract (include cycle menu, upload in the SN Technology System)			
Health Department Inspection Report(s) (for the location/s where food is prepared, upload in the SN Technology System)			
General Terms and Conditions			
Read and Keep on file			
Administrative Appeal Procedures			
Complete for each site and Keep on file			
Sponsor Site Agreement			

Special Note Concerning Reimbursement:

According to 7 C.F.R. § 225.9 (d), SFSP reimbursements shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the program.

APPLICATION PACKET NOTES FOR ORG

 Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
View Modify Admin	Budget Detail	Original	Error
Details	Management Plan	Original	Error
Details	➡ Food Production Facility List (2)		
Details	➡ Site Field Trip List (2)		
Details	Checklist Summary		
Details	Application Packet Notes (1)		
➡ View	Application Packet Notes for Org (1)		
Details	Attachment List (2)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

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[Show Packet History](#)

APPLICATION PACKET NOTES FOR ORG

1/13/2016 **Attachment list**

Please submit the following documents by uploading in the attachment list:

1. training agenda
2. health inspection reports for all location whee meals are prepared for the SFSP

Created By: CynthiaErvin on: 01/13/2016 12:52:03 AM Modified By: CynthiaErvin on: 01/13/2016 12:54:45 AM

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SUBMITTING FOR APPROVAL

Click on the modify button save, finish and exit back out to activate the

Submit for Approval

Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Security | Search | Year | Help | Log Out

Application Packet * Application Packet * Program Year: 2010 - 2011

2010 - 2011 Application Packet

100 Status: Active
Brunswick County Schools
35 Referendum Drive
Bolivia, NC 28422
Region:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Organization Application	Original	Not Submitted
View Modify	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		Optional (only if using a vendor or central kitchen)
Details	Site Field Trip List		
Details	✓ Checklist Summary (4)		
View	Application Packet Notes for Org		
Details	Attachment List		

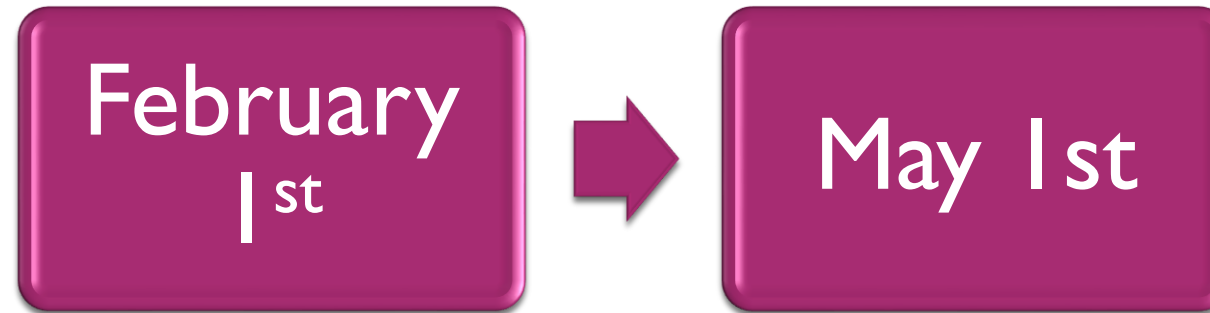
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

[< Back](#) **Submit for Approval** [Withdraw Packet](#)

[Show Packet History](#)

**Submit for
Approval**

APPLICATION DEADLINES



- Early submission: February 1, 2016
- **SUBMISSION:** May 1, 2016
- The state agency has 15 days to notify the sponsor of an incomplete application.
- The state agency has 30 days to approve/deny a correct and complete application.

Submit 45+ days before your program's start date!

ADDITIONAL WORKSHOPS...

Civil Rights

Frontline Staff

Procurement Webinar -TBA February 2016

Small Purchase Threshold

Formal Purchasing – Vended

Formal Purchasing – Self Preparation

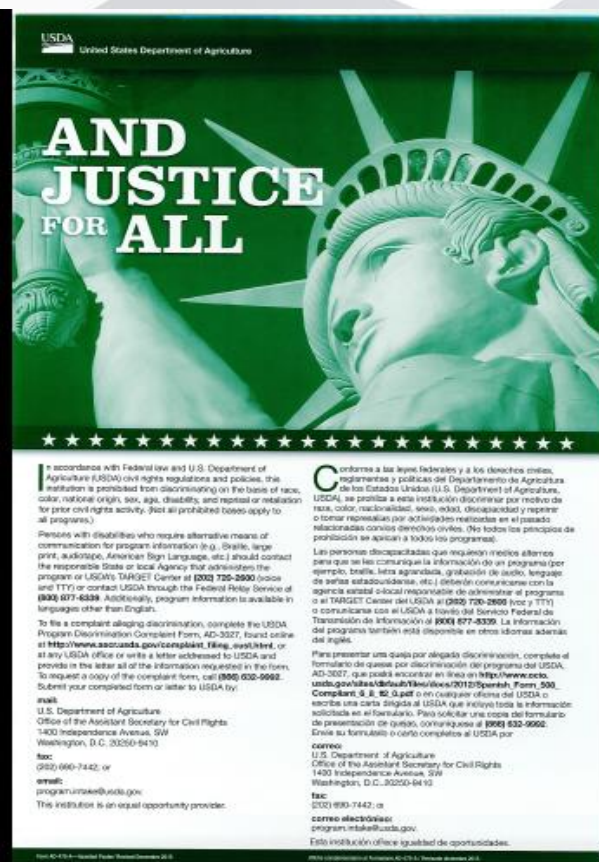
Micro - Purchasing



WHAT QUESTION ARE THERE?

NO QUESTION IS TOO SMALL OR IRRELEVANT...





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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Tax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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